FI 28   7/96

STATE OF UTAH BI-WEEKLY TIME SHEET

Name: _____ Emp # _____ Current Pay Period End Date _____

Agency/Org/ Dist Number: _____ Dept/Org Name: _____

Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other: Code	Hrs	Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field
Sat																
Sun																
Mon	8.0											8.0				Example of completed time sheet for employee working regularly scheduled hours (Five 8-hour days per week)
Tue	8.0											8.0				
Wed	8.0											8.0				
Thu	8.0											8.0				
Fri	8.0											8.0				
Week 1 Total	40.0											40.0				
Sat																
Sun																
Mon	8.0											8.0				
Tue	8.0											8.0				
Wed	8.0											8.0				
Thu	8.0											8.0				
Fri	8.0											8.0				
Week 2 Total	40.0											40.0				
Pay Period Total	80.0											80.0				

* Hours worked are defined by Federal and State law. For further clarification, See State DHRM rules for FLSA time reporting requirements.

By signing this time sheet, I verify that the above reported hours worked and leave used are accurate for this pay period.

Employee Signature: *Employee Signature*   Date: 6/8/01

Approval: *Supervisors Signature*   Date: 6/8/01

This time sheet is to be filed in each department. This is a data entry document and is NOT to be submitted to the Division of Finance.

For Department Use Only

Shift 1 _____ (No. of Hrs)
Shift 2 _____ (No. of Hrs)
Shift 3 _____ (No. of Hrs)

STATE OF UTAH BI-WEEKLY TIME SHEET

Name: _____ Emp # _____ Current Pay Period End Date _____

Agency/Org/ Dist Number: _____ Dept/Org Name: _____

Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other : Code	Hrs	Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field
Sat																
Sun																
Mon					8.00							8.0				Example of completed
Tue	8.00											8.0				time sheet for employee
Wed	8.00											8.0				working regularly
Thu	8.00											8.0				scheduled hours during a
Fri	8.00											8.0				pay period including a
Week 1 Total	32.0				8.0							40.0				holiday (Five 8-hour days per week)
Sat																
Sun																
Mon	8.0											8.0				
Tue	8.0											8.0				
Wed	8.0											8.0				
Thu	8.0											8.0				
Fri	8.0											8.0				
Week 2 Total	40.0											40.0				
Pay Period Total	72.0				8.0							80.0				

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Employee Signature: *Employee Signature* Date: 6/8/01

Approval: *Supervisor Approval* Date: 6/8/01

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Shift 1 _____ (No. of Hrs)
Shift 2 _____ (No. of Hrs)
Shift 3 _____ (No. of Hrs)

STATE OF UTAH BI-WEEKLY TIME SHEET

Name: _____   Emp # _____   Current Pay Period End Date _____

Agency/Org/ Dist Number: _____   Dept/Org Name: _____

Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other : Code	Hrs	Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field
Sat																
Sun																
Mon	10.0											10.0				Example of completed
Tue	10.0											10.0				time sheet for employee
Wed	10.0											10.0				working regularly
Thu	10.0											10.0				scheduled hours (Four 10-
Fri																hour days per week)
Week 1 Total	40.0											40.0				
Sat																
Sun																
Mon	10.0											10.0				
Tue	10.0											10.0				
Wed	10.0											10.0				
Thu	10.0											10.0				
Fri																
Week 2 Total	40.0											40.0				
Pay Period Total	80.0											80.0				

* Hours worked are defined by Federal and State law. For further clarification, See State DHRM rules for FLSA time reporting requirements.

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Shift 1 _____ (No. of Hrs)
Shift 2 _____ (No. of Hrs)
Shift 3 _____ (No. of Hrs)

STATE OF UTAH BI-WEEKLY TIME SHEET

Name: _____   Emp # _____   Current Pay Period End Date _____

Agency/Org/ Dist Number: _____   Dept/Org Name: _____

* OR COMP OR EXCESS HOURS

Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other: Code	Hrs	Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field
Sat																
Sun																
Mon		2.0			8.0							10.0				Example of completed
Tue	10.0											10.0				time sheet for employee
Wed	10.0											10.0				working regularly
Thu	10.0											10.0				scheduled hours during a
Fri																pay period including a
Week 1 Total	30.0											40.0				holiday (Four 10-hour
Sat																days per week)
Sun																
Mon	10.0											10.0				
Tue	10.0											10.0				
Wed	10.0											10.0				
Thu	10.0											10.0				
Fri																
Week 2 Total	40.0											40.0				
Pay Period Total	70.0	2.0			8.0							80.0				

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Shift 1 _____ (No. of Hrs)
Shift 2 _____ (No. of Hrs)
Shift 3 _____ (No. of Hrs)

FI 28 7/96

STATE OF UTAH BI-WEEKLY TIME SHEET

Name: _____   Emp # _____   Current Pay Period End Date _____

Agency/Org/ Dist Number: _____   Dept/Org Name: _____

Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other: Code	Hrs	Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field
Sat																
Sun																
Mon	9.0											9.0				
Tue	8.0											8.0				Example of employee working more hours than scheduled during the week and "flexing" the time within the week to avoid accruing comp or excess time
Wed	8.0											8.0				
Thu	8.5											8.5				
Fri	6.5											6.5				
Week 1 Total	40.0											40.0				
Sat																
Sun																
Mon	8.5											8.5				
Tue	8.5											8.5				
Wed	9.0											9.0				
Thu	8.0											8.0				
Fri	6.0											6.0				
Week 2 Total	40.0											40.0				
Pay Period Total	80.0											80.0				

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Shift 2 _____ (No. of Hrs)
Shift 3 _____ (No. of Hrs)

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Agency/Org/ Dist Number: _____   Dept/Org Name: _____

Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other : Code	Hrs	Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field
Sat																Example of employee working more than 40 hours in a week and "flexing" the time within the second week of the pay period to avoid accruing comp or excess time. Also an example of employee working alternate schedule (Eight 9-hour days, one 8-hour day, and one day off-- every other Friday in this case)
Sun																
Mon	9.0											9.0				
Tue	9.0											9.0				
Wed	9.0											9.0				
Thu	9.0											9.0				
Fri	4 / 4*											4.0				
Week 1 Total	40.0											40.0				
Sat																
Sun																
Mon	9.0											9.0				
Tue	9.0											9.0				
Wed	9.0											9.0				
Thu	9.0											9.0				
Fri	4.0*											4.0				
Week 2 Total	40.0											40.0				
Pay Period Total	80.0											80.0				

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